



Severn Waste Services CAF Guide for Applicants

This guide explains what you need to prepare and how to submit a complete application to the Severn Waste Services Community Action Fund (SWS CAF).

The 2026-3 funding round opens on Wednesday 3 June 2026, and the deadline for fully submitted applications is 5.00pm on 19 August 2026. Funding decisions will be made on 8 December 2026.

Please take the time to read this guide carefully before starting your application. It outlines what information we need from you, what documents must be provided, and how to complete and submit your form correctly. Applications that are not fully submitted before the deadline cannot be accepted.

We recommend reading **Section 9: Our Funding Priorities** before you begin. This section explains how we assess applications, the criteria we consider, and the types of information that can strengthen your proposal.

If you need general advice after reading this guide, you can contact us at

info@fcccommunitiesfoundation.org.uk or call 01953 717165.

1. About the Severn Waste Services Community Action Fund

The Severn Waste Services Community Action Fund (SWS CAF) is supported by Severn Waste Services, an FCC Environment company, through the Landfill Communities Fund. FCC Communities Foundation administers funding.

The fund is designed to support projects that meet the requirements of **Object D** or **Object DA** of the Landfill Communities Fund. These categories allow us to fund improvements to public amenities or projects that conserve or enhance biodiversity.

2. Who can apply?

We will accept applications from the following types of organisations:

- Registered Charities
- Churches or Parochial Church Councils
- Parish or Town Councils
- Management Committees or User Associations acting on behalf of a Parish or Town Council
- Local Authorities
- CASC-registered sports clubs

If you are unsure whether your organisation is eligible, we recommend contacting us before starting an application.

3. Site Ownership

Your organisation must own, lease, or hold a long-term written management agreement for the project site. Any lease or management agreement must:

- already be in place before you apply
- have at least five years remaining at the point of submission

We cannot accept:

- draft or unsigned agreements
- letters of intent
- leases with fewer than five years left

If you are unsure whether your arrangements meet our requirements, please contact us for advice before applying.

4. How much can you apply for?

You may apply for £5,000 to £40,000 towards projects with a maximum total cost of £250,000, including VAT where applicable.

If your project is phased, the phase you are applying for must:

- be clearly separate from other phases
- be deliverable on its own
- have its own tender process

Please note that we do not consider the fitting-out of newly built facilities (eg, kitchens, toilets, fixtures) as separate phases. In such cases, the *entire* project - including the building and all fittings - must remain within the £250,000 maximum.

Second & Subsequent Applications

If your organisation has previously received funding from FCC Communities Foundation, you must wait at least 12 months from the submission of the Completion Report before applying again for a project on the same site.

5. Where we can fund

We can accept applications for projects located in Herefordshire or Worcestershire as long as the site is within 10 miles of one of the following locations.

- SWS Hill and Moor Landfill Site, Pershore, WR10 2LW
- SWS Leominster Household Waste site, Leominster, HR6 8EA
- SWS Hartlebury Energy from Waste Site, DY10 4JD

To check whether your project is within 10 miles of an eligible site, please use the distance checker on our [website](#). Make sure you note down which site you are closest to and the distance, as you will need to enter this information in your application.

If your project site is within 10 miles of a different site shown on our website (not one of the three list above), please call us on 01953 717165 so we can advise you on the correct funding programme to apply for.

6. What we can fund

We can only fund projects that take place at eligible types of sites, and the site must be open and accessible to the public. All work must take place at a single amenity or location.

Eligible locations include:

- Village halls and community centres
- Public play areas
- Publicly accessible multi-use games areas, skate parks, and BMX tracks
- Sports and recreation grounds, including pavilions and clubhouses with full public access
- Churches — community spaces only, where the public can hire the space
- Nature reserves
- Public gardens, parks, country parks, and woodlands with at least dawn-to-dusk access
- Museums

Facilities that are open only to members, or that restrict public access, are not eligible. If your site is not open for public use or hire every day, please contact us before applying.

We can fund costs that are directly linked to delivering the project, such as:

- Contractors
- Materials
- Capital items
- Small items of equipment used by volunteers or staff to deliver the work

We only fund Object D and Object DA of the Landfill Communities Fund.

OBJECT D – PUBLIC PARK OR OTHER PUBLIC AMENITY

Object D supports a wide range of physical improvements to an existing or new public facility. This may include repairs, refurbishments, access improvements, landscaping, or other works that improve the amenity. If you are unsure whether your project fits this category, please contact us.

Examples of Object D projects include:

- Replacing windows or doors in a village hall or community centre
- Installing play equipment in a public open space
- Constructing footpaths or cycleways in a public park
- Providing an all-weather surface for a multi-use games area
- Creating a dipping platform or improved paths in a nature reserve
- Installing a skate park

OBJECT DA - CONSERVATION OR PROMOTION OF BIODIVERSITY

Object DA supports physical works that provide, restore, or enhance natural habitats, or that help maintain or improve species within their natural environment.

Examples include:

- Grazing marsh management (e.g., fencing or livestock management equipment)
- Reedbed management, such as water control measures, drainage, or ditching
- Woodland management, including scrub removal, tree work, and equipment

7. What we cannot fund

We cannot fund:

- Projects that have already started
- Routine maintenance, management, or day-to-day running costs
- Contingency allowances
- Purchase of land
- Staff salaries, training, or travel
- Purchase, lease, or repair of vehicles
- Projects in charity buildings not primarily used for public community access
- Projects located within schools or on school grounds
- Projects on the grounds or in the buildings of pre-schools, nurseries, colleges, or universities
- Projects in hospitals, hospices, day centres, therapy centres, residential homes, or sheltered accommodation
- Projects on allotments
- Any work relating to car parks
- Leisure centres, swimming pools, or sports facilities owned and managed by a Local Authority
- Works to public highways, adopted or unadopted roads, pavements beside highways, or roundabouts (recreational footpaths/bridleways/cycleways are excluded from this restriction)
- Litter bins, dog bins, or lampposts
- Membership-only facilities where non-members cannot use the amenities
- Town or village centre enhancements (e.g., seating, street works, or signage)
- Projects that provide or improve overnight accommodation or residential areas
- War memorials without full public access or not located within a public park

8. New buildings and Substantial Extensions

We cannot fund the structure or fabric of new buildings or substantial extensions.

We may consider funding internal fittings within a new building or a substantial extension, but only if:

- you have already secured the full build cost, and
- the total project cost (including the build) does not exceed £250,000

A substantial extension is one that:

- creates new hireable space
- generates a new income stream
- increases the building footprint by more than 20%

We may consider funding the build costs of non-substantial extensions, such as:

- small entrance porches
- reconfigured toilet or kitchen layouts
- extensions that reorganise or improve existing usable space
- non-exclusive storage areas (e.g., for tables and chairs)

However, we may still decline to accept an application if we consider the extension to be substantial or if access to the new area is limited.

9. Our funding priorities

Funding is limited, so our Board must ensure that grants are awarded to the projects that best meet our priorities. Applications that are well-planned, clearly justified, and deliver strong community or environmental benefits are more likely to be supported.

When we assess an application, we look at the following areas:

Need – Your project should respond to a clear and genuine need. You should provide evidence showing why the project is required and who it will benefit. This can include data, community feedback, or assessments of the current condition of the facility or environment.

Consultation and support – Every application must show that you have consulted the relevant community or user groups. You should explain:

- who you spoke to
- how consultation took place
- what people said
- how their views shaped your plans

Consultation should be relevant, proportionate to your project, and reasonably up to date.

Sustainability – We need to understand how your site or facility will be managed and maintained after the project is completed. Your application should show that your organisation has the skills and/or resources needed to keep the facility in good condition.

Value for money – Costs should be reasonable and proportionate to the benefits your project will provide. If you have already chosen a contractor, explain how you selected them and why.

Deliverability – We look at whether your project is realistic, carefully planned, and achievable within your proposed timescale. You should demonstrate that you have the capacity and structure to manage the work effectively.

Impact and outcomes – We consider the difference your project will make to the local community or environment. You should describe:

- who will benefit
- how the project will improve their experience or environment
- what will change as a result of

How to strengthen your application

You may wish to explain:

- how you developed your project and who you discussed it with
- who will benefit and why the project matters to them
- how you know the community supports your plans
- how the site will be managed and maintained after completion
- why your costs are realistic (including any advice from contractors or specialists)
- what other funding or in-kind support you have explored
- how you will manage the project and keep it on track
- any steps taken to consider social inclusion or environmental impact

- what the completed project will mean for your community

You do not need to address every point in the same way; we recognise that every project is different. However, the clearer and more convincing your explanation is, the stronger your application will be.

10. Application details and required enclosures

Before you begin completing the online application form, please make sure you have all required information and documents ready. Preparing these in advance will make the process smoother and help you avoid delays later on.

1. Contact details for a primary and secondary contact from within your organisation
2. A minute or similar document confirming that the primary contact is authorised to submit the application
3. Your organisation's constitution, most recent accounts, and a recent bank statement
4. The full address of your project site, including the local authority area and parliamentary constituency
5. Photographs of the site
6. Map(s) showing the project location
7. Plans or drawings of the site and the proposed works
8. Information on when the public can access or hire the site (including lettings policies, timetables, or booking forms where relevant)
9. Details of how the site will be maintained once the project is complete, including any support from other organisations
10. Copies of any planning permissions or legal consents required for the project
11. Evidence showing the need for your project and demonstrating community support
12. A full breakdown of project costs, including the specific items or work for which you are requesting funding for
13. Any quotes or tenders you have already obtained, or other details to show how you have calculated your project cost.
14. Evidence of any confirmed match funding, and/or details of other funders you have approached
15. For projects involving solar panels or other green technologies (such as air-source or ground-source heat pumps), a valid Energy Performance Certificate (EPC) and details of any actions taken in response to its recommendations

If you cannot upload a required document at the time of application, you may send it within 5 days of submission using the Messaging function in our grant portal. Please note that we cannot accept hard-copy documents.

11. Demonstrating value for money

We must be able to show our regulators that every project we fund offers good value for money. To do this, we require clear evidence of how you calculated your project costs.

As a minimum, you must provide:

For costs up to £1,000:	one quote
For costs between £1,001 and £25,000:	at least three quotes
For costs over £25,001:	a competitive tender with at least three responses

These requirements apply to each individual part of your project, not to the total project cost. This means you may need to request more quotes or tenders than the minimum to ensure you meet these thresholds.

“Competitive tendering” means clearly setting out the work you need carried out and sharing it in an appropriate place so that different contractors can submit comparable prices.

We understand it is not always possible to obtain three quotes or tenders. If this happens, you must show that you made every reasonable effort to obtain them.

You do not have to choose the cheapest option. However, if you select a contractor who did not offer the lowest price, you must provide a short, written explanation of why they are the right choice for your project.

You are welcome to upload all your quotes or tenders with your application, but this is not essential at the initial stage. To submit your application, we need to see how you arrived at your costs, which you can show by providing one of the following for each cost element:

- a single supplier quote, or
- an architect’s cost estimate or quantity surveyor’s (QS) cost plan, or
- details from a comparable project recently delivered (such as itemised costs or a signed-off schedule)

If your application is successful, we will then ask you to provide the full set of quotes or tenders that meet our requirements, if you have not already supplied them. We will also ask for full details of how you chose your contractor(s), so please keep clear records throughout.

12. Funding renewable energy and recycled products

We encourage applicants to include environmentally friendly features wherever possible. This could include recycled materials, energy-efficient products, or renewable energy technologies.

If your project includes solar panels, air-source or ground-source heat pumps, or any other green energy technology, you must provide a valid Energy Performance Certificate (EPC) or a Predicted Energy Assessment (PEA) with your application. Guidance on how to obtain these documents is available [online](#).

You should also tell us what actions you have taken in response to any recommendations in your EPC or PEA.

Using recycled, sustainable, or low-impact materials will help strengthen your application, particularly where this aligns with the environmental aims of your project.

13. Applying online

You can start your application by visiting the Apply page on our [website](#). The short eligibility check will confirm whether your project can be accepted and will give you access to the application portal.

We recommend using a desktop or laptop computer to complete the form. Tablets and smartphones can cause problems when uploading documents.

Registering on the Grant Management Portal

If this is your first time using the portal, you will need to register before you can access any programmes.

- Click Register in the top-right corner.
- Use an email address that is personal to you, not a shared inbox.
- You must verify your email before registration is complete.

When registering, you will also need to provide details about your organisation:

- Charities: use the drop-down search to find your charity name.
- Non-charities: enter your organisation name manually.
- You may leave the organisation identifier blank if you are not a charity

Accessing the application

Once registered, select Apply from the top menu to view the funding rounds that are open or due to open soon. You will only be able to start an application once the round has officially opened.


To begin, you will complete a detailed eligibility check. Please read each question carefully and answer for your specific project. If the system shows your project as ineligible, you will not be able to access the form. Because this check is automated, we cannot advise which question triggered the ineligibility.

What the form contains

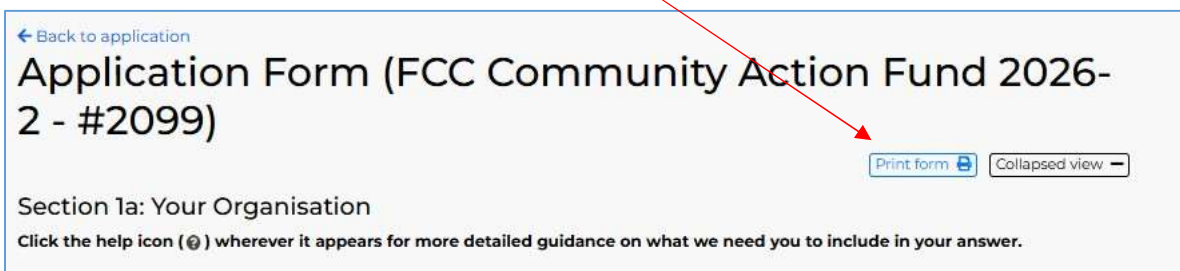
The application is organised into eight sections:

1. Your Organisation
2. Your Project
3. Project Benefits
4. Funding and Financial Details
5. Statistical Information
6. Supporting Documents
7. Applicant Survey
8. Review and Submit

Each section asks for information about your organisation and project.

Whenever you see the **help icon**  click it for guidance on what to include in your answers.

You can print your application at any time (including a blank version of the form). Select “Expanded view +” at the top right and then choose “Print Form” to create a PDF.



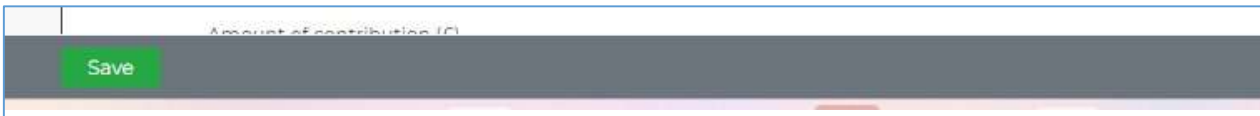
Getting help

We are happy to provide general advice and guidance, but we cannot comment on draft applications or provide feedback on answers. If you need help, call **01953 717165** or email info@fcccommunitiesfoundation.org.uk.

Completing the application form

- You can click the help icon anywhere in the form for guidance on what to include in your answers.
- Questions marked with a red star are mandatory.
- Please also note the word-count limits shown under each question.

Please do not forget to click the Green Save, at the bottom of the page to save your progress.



You can make a text box bigger by clicking and dragging the bottom-right corner, where the two diagonal lines are shown.

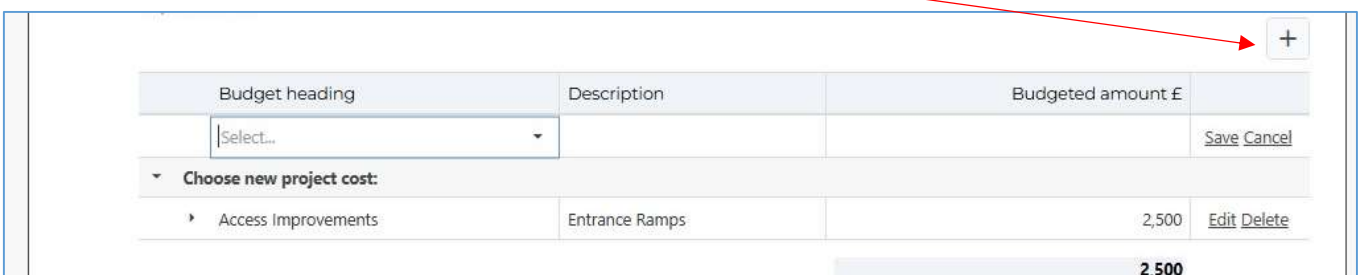
Completing Funding and Financial Details

Project costs (Question 4.1)

In this part of the form, you will build a budget that matches the total project cost you entered in Question 4.0.

1. Click the + button.
2. Choose the budget heading that best fits the cost.
3. Add a brief description and the amount.
4. Click Save.

Repeat this process by clicking + until you have entered every cost that makes up the total.

A screenshot of a budget table interface. The table has columns for 'Budget heading', 'Description', and 'Budgeted amount £'. A red arrow points to a '+' button in the top right corner. The table contains one row with the heading 'Access Improvements' and description 'Entrance Ramps' for an amount of 2,500. A total of 2,500 is shown at the bottom right. There are 'Save' and 'Cancel' buttons next to the first row, and 'Edit' and 'Delete' buttons next to the second row.

Budget heading	Description	Budgeted amount £	
Select...			Save Cancel
Choose new project cost:			
Access Improvements	Entrance Ramps	2,500	Edit Delete
		2,500	

You should include enough information to clearly explain how the funding will be used. Costs should be grouped into sensible categories rather than combined into a single line.

As a guide, your budget should:

- Group related costs together where appropriate and include clear, concise descriptions
- Avoid listing every individual item separately

Budgets with an excessive number of lines may be difficult to process.

Important

- We cannot fund general contributions toward project costs; you must list specific items.
- The total of your budget lines **must match** the total project cost in Question 4.0. If they do not match, we cannot accept the application.

We ask for these details because, if you are awarded funding, we must confirm exactly which costs we can fund and include those details when we register your project with our regulator.

Match funding (Question 4.3)

Use the + button to add each source of match funding you have applied for or secured.

Funding source	Amount	Confirmed? (Y/N)	When is it due?	
National Lottery Funding	16000	Yes		<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Total: 16000.00				

For each entry, you will need to include:

- the funder
- the amount
- whether it has been confirmed
- when you expect to receive the decision (if known)

Please note:

- You must identify where you expect your match funding to come from.
- We cannot accept applications that show a large shortfall with no applications pending or prospects identified.

When you have completed Questions 4.0 to 4.3, the amount you are requesting from us, plus your expected match funding should add up to your total project cost.

4.0 Provide both the total cost of your project and the amount you are requesting from the FCC Community Action Fund

Total project cost (£)
25000.00
Max: 250000

Amount requested (£)
20000.00
Max: 100000

4.1 Please provide a full breakdown of your project costs - Required

Expand rows

Budget heading	Description	Budgeted amount £	
Choose new project cost:			
Access Improvements	Entrance Ramps	2,500	Edit Delete
Hard landscaping	New paths	15,500	Edit Delete
Soft landscaping and planting	Landscape and planting	7,000	Edit Delete
		25,000	

4.2 Edit as form
VAT

Do your project costs include VAT?
 Yes No

Will you be reclaiming VAT on this project? (Please note we will not fund recoverable VAT)
 Yes No

4.3 Please tell us about your match funding

Funding source	Amount	Confirmed? (Y/N)	When is it due?	
Own Funds	5,000.00	N - still fundraising	04/06/26	Edit Delete
Total: 5000.00				

14. Supporting Documents

Section 6 is where you upload all the documents that support your application. These documents help us understand your project, confirm eligibility, and check that your plans are deliverable.

If a document is required, you can either upload it directly in Section 6 or indicate that you will send it later through the Messages area in the grant portal. If a document is optional, you will also have the option to select N/A.

Please read the list of required documents carefully.

Each upload slot will tell you:

- what type of document we can accept, and
- the maximum file size allowed.

All documents listed as “required” and not uploaded within the application must be provided **within 5 days** of submitting your application. We cannot accept an application unless the required documents are submitted.

Uploading documents

You can upload a document, you can either:

- click Select Files and choose the file from your device, or
- drag and drop your files into the upload area.

You can upload more than one file at a time by highlighting multiple files before dragging them into the upload box.

Section 6: Supporting Documents

In order for us to consider your application, you should upload copies of the following items. If you do not upload the documents listed below at this stage, you must upload the outstanding document(s) via a message on the grant management portal within five working days of submitting your application.

Click the help icon (?) wherever it appears for guidance on what we need you to provide to support your application.

Const. Constitution - Required ⓘ

Allowed files: **.docx,.pdf,.bmp,.png,.jpeg,.jpg** | Max: **15 Mb**

Select File(s) or drop files here

Please tell us whether the constitution has been uploaded or will follow within 5 days

Please select: ★

Uploaded

To follow

CLEAR

Accounts Latest Accounts - Required ⓘ

Allowed files: **.docx,.pdf,.xlsx,.bmp,.png,.jpeg,.jpg** | Max: **15 Mb**

Select File(s) or drop files here

Please tell us whether the latest accounts have been uploaded or will follow within 5 days.

Please select: ★

Uploaded

To follow

CLEAR

15. Review and Submit

When you move to the Review and Submit section, the system will automatically check whether all questions and sections have been completed correctly. If anything is missing or incomplete, it will be displayed as a clickable link. Selecting the link will take you straight to the part of the form that needs attention.

Section 8: Review and Submit

Authorisation to Submit

All applications must be approved by an authorised representative of the applying organisation.

By submitting this form, you confirm that all information provided is complete and accurate, and that you consent to this information being used in accordance with our Privacy Policy.

In Section 6: Supporting Documents, you must upload a letter or minute confirming that you are authorised to submit this application on behalf of the organisation. If this authorisation is not uploaded with the application, it must be sent to us within five working days. .

If the required authorisation is not received within this timeframe, your application cannot be processed and will be withdrawn.

Section 8: Review and Submit

Page: Section 4: Funding & Financial Details

This page has the following errors:

- 4.2 VAT Do your project costs include VAT? - **This field is required**
- 4.2 VAT Will you be reclaiming VAT on this project? (Please note we will not fund recoverable VAT) - **This field is required**

Page: Section 5: Statistical Information

This page has the following errors:

- 5.0 Project involvement Where applicable, please tell us the number of volunteers expected to help in the delivery of this LCF project - **This field is required**

Page: Section 6: Supporting Documents

This page has the following errors:

- Please tell us whether a timetable of use has been uploaded, will follow within 5 days, or is not applicable Please select - **This field is required**

Once the form shows that all mandatory fields have been completed, you will be asked to check your answers carefully before submitting.

Section 8: Review and Submit

Authorisation to Submit

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If the required authorisation is not received within this timeframe, your application cannot be processed and will be withdrawn.

Section 8: Review and Submit

All mandatory fields are completed.

Form submission

Check the entered details below and if correct, [submit the form](#).

To complete your application, you must click Submit at the bottom of the page.

0 / 150 words used.

Complete submission

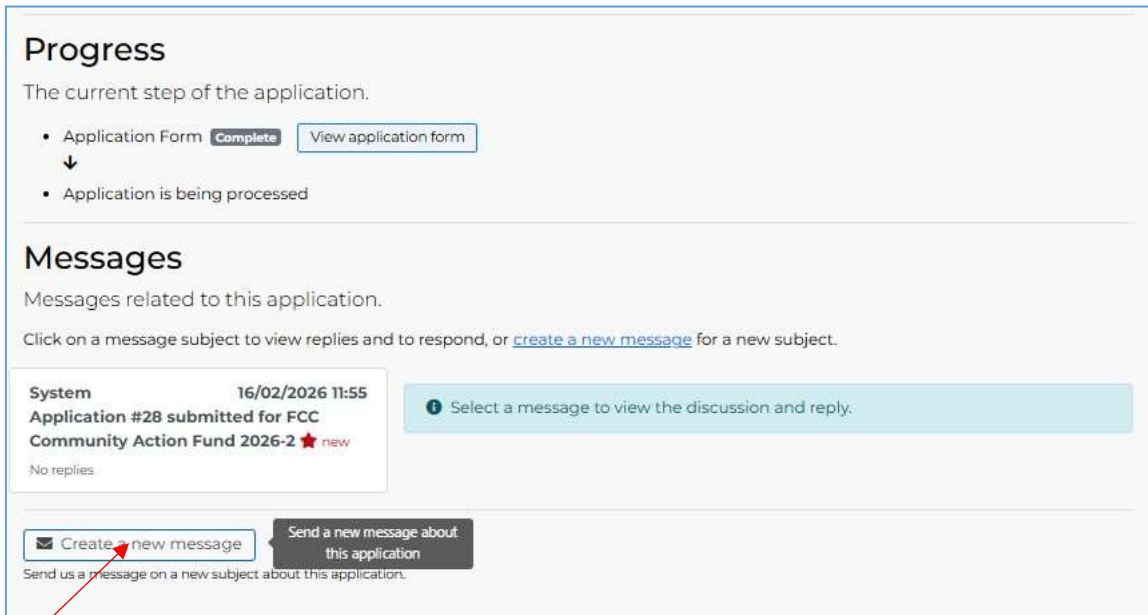
After checking the form above complete your submission by clicking Submit.

After you have submitted your application, you will receive a confirmation email. If this does not arrive, please check your junk or spam folder. If you still cannot locate it, contact us at

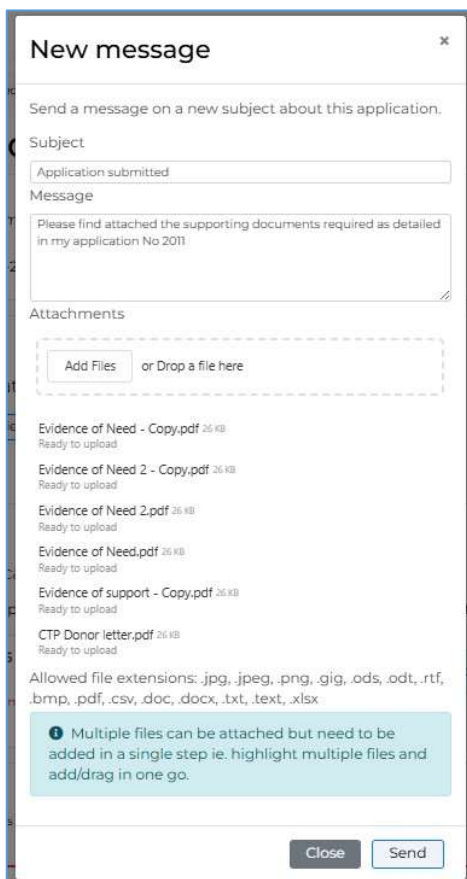
info@fcccommunitiesfoundation.org.uk and include your name, organisation name, and application reference so we can check the system for you.

16. Uploading Documents through Messages

You can upload documents via Messages after you have submitted your application. Messages are specific to each application, so if you have multiple applications or grants, please ensure you have selected the correct one.



To start a new message click “Create a new message”



A new message box will appear. Complete the Subject and Message fields.

You can upload single documents to the message by clicking “Add Files”.

If you need to upload more than one file, you must upload them together in a single action.

To do this, highlight all the files you want to upload, then drag and drop them into the upload box.

Please note that you cannot upload multiple files using the “Add Files” button.

Tip: Save all the documents you intend to upload in a single folder so you can Select All and drag them into the attachment area of the message.

If you are unable to upload multiple files at once, you will need to send separate messages, each with a single document attached.

When you click “Send”, your message and the attached documents will be added to your application record.

17. What Happens Next

A member of our Grants Team will assess each application. If we require any additional information we will contact, you by email. If your project details or costings are incomplete or unclear, your application will be returned for you to provide the necessary clarification.

Applications that meet the eligibility criteria and include all required information will be scored against our funding priorities (see Section 9). These applications will then be considered by our Board of Directors, who will decide whether the project should receive funding.

We will notify you of the outcome within one week of the Board meeting.

If your application is successful, the notification you receive will outline the information we need to progress your project. Please note that this notification **is not** your Funding Agreement.

We are unable to provide decision outcomes over the phone. The Board's decision, including the level of any grant awarded, is final.

If your application is successful, and once we have received all information requested in the post-Board letter, we will apply to register your project with ENTRUST, the Scheme's regulator.

After your project has been successfully registered - and once all remaining required information has been provided - we will issue your Funding Agreement, along with a Ready to Start pack. This will explain everything you need to do from the point of signing your agreement through to completing your project.

Please note: You must **not** place an order, begin work, or pay for any part of your project until you have received and signed your Funding Agreement. If you begin work before this, your funding will be withdrawn.

If your application is declined, you may be invited to submit a new application. This does not guarantee funding, but it gives you the opportunity to strengthen your proposal.

18. Contact Details

If you have any queries or need to discuss your application, please contact us at

Info @fcccommunitiesfoundation.org.uk or call **01953 717165**.